

CSO Solicitation No. 2160
On-Call Certified Public Accounting Firms

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE –

The Connecticut Department of Transportation (Department) is seeking to retain twelve (12) certified public accounting firms for the purpose of augmenting and providing training to the Department's Office of External Audits. The services to be performed will include, but not be limited to, the auditing of construction contractor claims, consulting engineers, utility and railroad incurred cost, overhead, and other financial/compliance related audits, as well as providing training for the Department's audit staff. The assignment will cover a three (3) year period with up to forty (40) tasks anticipated and is expected to commence in the spring of 2012.

The firms' areas of expertise must include performing audits in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. The firms responding to this request should be of adequate size and sufficiently staffed to perform these assignments. The firms must also demonstrate the capability of making staff available to the Department upon notification within a reasonable timeframe.

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest (no more than ten (10) pages) and a Department FORM CSO 255 with a maximum of five (5) resumes. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required (the CSO 255 form can be found online at www.ct.gov/dot/consultant). **Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on March 16, 2012.**

Included in the submittal, must be a brief narrative summarizing your firm's current audit workload, a copy of the firms' most recent peer review and letter of comments and a narrative description of the proposed professional personnel who will be assigned including their qualifications, experience and expertise in: (1) auditing government clients; (2) auditing construction contractor claims; (3) performing contract/compliance audits; and (4) developing in-house training courses. The Certification, Licensure and Continuing Professional Education of the proposed Professional personnel must also be included.

The firms shall provide a statement of any and all contracts with the Department of Transportation, which are currently being performed and a statement as to whether the firm or firms performed services under any name other than the one appearing in the response.

Please be advised that there is no disadvantaged business enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is February 8, 2012. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 10-01-11), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of

CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is attached hereto and hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this be necessary, the Department would be under no obligation to provide supplementary work for the firms selected for this assignment. The Department reserves the right to award assignments to other qualified firms.

The Department reserves the rights to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. Gerald Dobek
Director, Office of External Audits
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered submittals must be brought to Gerald Dobek at the aforementioned address by 3 p.m. on March 16, 2012.

Prior to the negotiation process, the selected firms will be required to have a Department-approved affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded), and registration with the State Board of Accountancy. The selected firms will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process.

All inquiries regarding this request for letters of interest shall be directed to the Consultant Selection Office at 860-594-3017.

Connecticut Department of Transportation
An Equal Opportunity / Affirmative Action Employer